

Application for RESIDENTIAL BUILDING / GRADING Permit

Residential submittals require 2 sets of plans **plus an extra site plan** (3 full sets for DRB projects). Review and approval of any off-site permits or grading permits may delay issuance of building permits. All residential permits require completion of the grading questions on the reverse side of this form. See back for deposit schedule. If you have any questions, contact the Development Services Division at (928) 779-7631 ext 7216 or 7243. **PERMIT EXPIRES 365 DAYS** after issuance [see Code Amendments for extensions].

SITE ADDRESS: _____

Subdivision: _____ Lot #: _____ Parcel # _____

Property OWNER: _____

Owner's Address: _____ Owner's Phone #: _____

City – State – Zip: _____

Contact Name: _____ FAX #: _____ Phone #: _____

Estimated Value of Construction: \$ _____ Scope of Work: _____

Contact the local Registrar of Contractors Office (928-526-2325) regarding licensed contractor requirements. If you are using a licensed General Contractor and/or subcontractors, you must provide that information prior to the permit being issued.

GENERAL CONTRACTOR or Owner/Builder (Res. Only): _____

Address: _____ Contact Name: _____

City – State – Zip: _____ Day Phone #: _____

License # _____ License Type _____ Expiration Date _____

Arizona State Tax #: _____ City Sales Tax #: _____

Plumbing Sub: _____ License #: _____ Phone #: _____

Curb Cut/Approach: _____ License #: _____ Phone #: _____

Electrical Sub: _____ License #: _____ Phone #: _____

Mechanical Sub: _____ License #: _____ Phone #: _____

If you are taking the building permit out as owner builder: Do you or will you live on the premises? ☐ Yes ☐ No

If no, you must provide a signed statement from the Registrar of Contractors stating that you are exempt from using a licensed contractor per A.R.S. 32-1121. If you have any questions you may contact the Registrar of Contractors at **1-888-271-9286**, or pick up your statement at 800 W. Washington St, 6th floor, Phoenix, AZ.

X _____
Signature ☐ Home Owner ☐ Contractor Title Date

Office Use Only –		Flood Zone:	Zoning Dist.:
Permit #:	Date Applied:	Receipt #:	Amount Paid:

Route to the next person. If there are conditions of approval, add them to the Clearance Checklist – at Comments. Notify the contractor or owner immediately should there be any problems in approving this application. **Hold** the paperwork until the item is cleared if you cannot approve or approve with conditions.

	Name:	Approval – Initial & Date:	Hold – Initial & Date
Public Works	_____	_____/_____/_____	_____/_____/_____
Utilities	_____	_____/_____/_____	_____/_____/_____
Fire Prevention	Don or Lou	_____/_____/_____	_____/_____/_____
Engineering	_____	_____/_____/_____	_____/_____/_____
Stormwater	_____	_____/_____/_____	_____/_____/_____
Planning	_____	_____/_____/_____	_____/_____/_____
Building	_____	_____/_____/_____	_____/_____/_____

DRB # _____ Date: _____ P & Z #: _____

COMMENTS: _____

**Impervious Surface
NEW**

Roof surface: _____ SF

Driveway: _____ SF

Side walks: _____ SF

Decks/Patios: _____ SF

New Dwelling

TOTAL: _____ SF**For additions only:**

Additional square feet to

Impervious: _____ SF

Square Footage

The following square footages must also be provided on the plans

Livable: _____ SF

Garage (1) (2) (3) _____ SF

Covered porch/
patios/decks: _____ SF

Uncovered Wood Decks: _____ SF

Basement: _____ SF

Remodels: _____ SF

Miscellaneous: _____ SF

Grading Questionnaire

Do any of the following conditions apply to your site? Please check the appropriate response. (cut and fill inside the building foot print is not counted).

Yes No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Will there be fill greater than 50 cubic yards on any one lot (about 4 ½ - 10 wheeler loads)? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Will you be placing fill or creating a cut-slope near your property line (i.e. leveling lot)? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Will you be filling areas of your project outside the building footprint/foundation with imported fill material or existing material from excavations for basements, lower floors, foundations, retaining walls or other structures authorized by a valid building permit. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Will there be fill supporting a structure (must be engineered prior to commencing work)? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Will the placement of fill on your property obstruct or change the flow of an existing man-made or natural drainage course or divert runoff onto neighboring property? |

A “**YES**” response to any question may require a grading permit, and must be shown on the site plans (existing contour lines and new proposed). Sections may be required. Please provide two (2) sets of the following:

- Shade the area to be cut and/or filled.
- Typical cross section for area to be cut and/or filled

Indicate quantities of cut _____ cyds.; fill _____ cyds. Estimate value of grading \$ _____

Plans for any retaining walls (if retaining greater than 48” or has a surcharge from a structure or parking area, the plans must be prepared by a professional engineer and stamped). Special Inspection is required: yes / no

DEPOSIT SCHEDULE:

Project estimated value:	\$ 0 - \$ 4,999	\$ 0.00 deposit	\$ 25 - \$ 49,999	\$ 175.00 deposit
	\$ 5 - \$ 9,999	\$ 50.00 deposit	\$ 50 - \$ 99,999	\$ 300.00 deposit
	\$ 10 - \$ 24,999	\$ 85.00 deposit	\$100 ,000 & over....	\$ 450.00 deposit